

**OPERATIONAL BY-LAWS
FOR
THE CURSILLO REGION 5 ENGLISH COMMUNITY
SECRETARIAT**

PREAMBLE

The Cursillo Movement pursues two purposes: an immediate purpose -- to provide a channel for living what is fundamental for being a Christian and the end purpose -- to “vertebrae” Christianity in society by means of persons who live what is fundamental for being Christian (the love of God and neighbor) in their daily lives.

The Secretariat, as a service unit, has not been established to be served but to serve the entire Cursillo Movement within the Region 5 English community. In this sense, the Secretariat must be a Group Reunion whose apostolic plan is the same endeavor as the Cursillo Movement itself, planned and carried out with the idea of the greatest service to all.

Just as on the Three Day Cursillo, priests, deacons, and vowed religious bear the responsibility for spiritual guidance, and laity regulate its overall functioning, so priests / deacons / vowed religious and lay members of the Secretariat cooperate to promote the aims and objectives of the Cursillo Movement as a whole.

Article I – In the Cursillo Region 5 ENGLISH community, there shall be only one Region Secretariat for the Cursillo in Christianity, representing the Roman Catholic Archdioceses of Chicago (English) as well as the Dioceses of: Detroit (English); Gary (English); Gaylord (English); Grand Rapids (English); Fort Wayne-South Bend (English); Green Bay (English); Joliet (English); Kalamazoo (English); Lansing (English); Milwaukee (English); Rockford (English); Saginaw (English); Toledo (English).

Article II – As a group, the members of the Secretariat shall guide and assist Diocesan Movements in all phases of the Cursillo Movement within Region 5 (English), per the **Operational By-Laws of the United States National Cursillo Movement**. The **Region 5 English Operational By-Laws** will be reviewed a minimum of every three years; a notation will be included in the Secretariat’s Minutes.

Article III – Cursillo Region 5 ENGLISH Secretariat

Diocesan Coordinators within the Region comprise the voting members of the Region Secretariat. In the event a Diocesan Coordinator is unable to attend a Region Secretariat meeting, he/she should send a proxy to assume those duties. Non-voting members of the Region Secretariat include the Region Coordinator, Region Service Team Spiritual Advisor, the Region Service Team members, and the Diocesan Spiritual Advisors. Only a layperson who is a current voting member of the Diocesan Secretariat shall serve as proxy for the Diocesan Coordinator. The Region Coordinator must receive written notification in advance of any proxies for the upcoming meeting.

Four Region 5 Secretariat Meetings are held annually – two, in-person, coincident with the Fall and Spring Encounters, with the other two held via video conference during the Winter and Summer months. Additional meetings may be scheduled as required.

The purpose of the Region 5 ENGLISH Secretariat is to:

- a. Address or respond to the educational needs of the various Diocesan Cursillo Movements within the Region.
- b. Determine, address or respond to the educational needs of those attending Region meetings/functions.
- c. Encourage the Region Coordinator and Region Service Team members to promote and conduct nationally recognized workshops and Cursillo de Cursillos (CDCs) throughout the Region.
- d. Provide an atmosphere for open sharing among the various Diocesan Cursillo leaders. Diocesan Coordinators should meet with other Diocesan Coordinators and Spiritual Advisors should meet with other Spiritual Advisors.
- e. Help ensure proper communication among the Region 5 English leaders and the Cursillistas within the Diocesan Cursillo Movements.
- f. Review Region 5 English Service Team Pool candidate applications in order to determine the best-qualified individuals to be selected to serve the entire Region. It is the Secretariat's responsibility to select the Region Service Team members who will serve all the Dioceses of that Region from the Region Service Team Pool. The Secretariat should ensure that a proper balance of leadership is maintained throughout the entire Region.
- g. Review and discuss correspondence from the National Cursillo Center, National Staff and other Region Coordinators.
- h. Maintain a proper set of **Region Operational Bylaws** and a **Region Apostolic Plan**.
- i. Provide necessary finances to allow for the work of the Region. The Region Secretariat shall establish, by a two-thirds ($\frac{2}{3}$) majority of those present and voting, an amount of support to be contributed by the aligned Diocesan Secretariats. This amount may be altered periodically, also by a two-thirds ($\frac{2}{3}$) majority vote.
- j. Take measures to correct any deficiency or relieve the individual from his or her duties if the Region Coordinator or Service Team Member is not properly performing his or her duties.
- k. Create and maintain a Region Service Team Pool of qualified leaders who are eligible and suitable to serve as Region Service Team members and who are willing and able to cooperate with the Region Coordinator and Service Team in providing service to the Dioceses in the Region.
- l. Contribute to the National Secretariat and follow its policies.

Article IV – Region 5 English Episcopal Advisor

Cursillo Region 5 English Secretariat, with the assistance of the Region 5 Coordinator, and with the permission and approval of the National Episcopal Advisor, selects a Region Episcopal Advisor whose main function will be to be a liaison with the Archbishops / Bishops in Region 5. The Archbishop / Bishop's name should be forwarded to the National Episcopal Advisor via the National Cursillo Center Administrator. The National Episcopal Advisor will then send a letter

providing a description of the service that is being requested and inviting that Archbishop / Bishop to serve as the Region Episcopal Advisor.

Article V – Region 5 English Spiritual Advisor

The Region 5 English Spiritual Advisor will be selected by the Region Coordinator and Region Service Team with the approval of the Region Episcopal Advisor. The Region Spiritual Advisor shall serve a three-year term, renewable once. Qualifications for the Region Spiritual Advisor should include, but not be limited to:

- a. Be a priest, deacon, or vowed religious in good standing in his/her Diocese/Archdiocese.
- b. Be involved in the Cursillo Movement at the Diocesan level.
- c. Be familiar with the current ***Spiritual Advisor's Guide***.
- d. Have participated in or be willing to participate in a ***Spiritual Advisor's Workshop***.
- e. Have a good understanding of the basic principles of the Cursillo Movement.
- f. Support the Magisterium of the Roman Catholic Church.
- g. Support the efforts of the United States Conference of Catholic Bishops.
- h. Support and promote the Foundational Charism in all phases of the Cursillo Movement as indicated in approved Cursillo literature.
- i. Be a good Spiritual Advisor.
- j. Be outgoing, loving, and friendly.
- k. Have the approval of his/her local Ordinary to serve in this capacity.

The Region Spiritual Advisor will meet the spiritual needs of the Service Team members and the Cursillistas in the Region, as well as ensuring that appropriate liturgies, etc., are provided for each of the Region Meetings / Encounters. The Region Spiritual Advisor will contact the Diocesan Spiritual Advisors to determine if they need assistance. The Region Spiritual Advisor is encouraged to attend Region Service Team Meetings, Region Encounters, National Encounters and Workshops (if possible). The Spiritual Advisor's duties and Cursillo Weekend Rollos and Meditations, as well as essential background information related to the Cursillo purpose, method and mentality, including resource documents, are provided in the ***Spiritual Advisor's Guide***.

Article VI. Region 5 English Meetings / Encounters

Region 5 English Meetings / Encounters are held at least twice a year, typically in the Spring and Fall, in-person, if feasible. These two Regional Meetings / Encounters consist of the following elements:

- a. The Spring and Fall Region 5 English Secretariat Meetings: Diocesan Reports, Finance Report, Diocesan needs and/or concerns, etc.
- b. Opportunity for Spiritual Advisors to meet with one another.
- c. Opportunity for Diocesan Coordinators to meet with one another.
- d. Educational and spiritual growth opportunities for all present.

- e. Opportunities to go deeper into the Foundational Charism of Cursillo, the Fundamental Ideas, and other Cursillo literature.
- f. Opportunities to make friends or rekindle friendships and interact with other language groups.
- g. Region Ultreya.
- h. Opportunities for Personal Contact and a workshop based on the method of Cursillo.

The Region 5 English Coordinator and Service Team members shall plan the Region Meetings and Encounters; however, they shall consult, as feasible, with the members of the Region Secretariat to request their input regarding date, location, schedule, agenda, topics, etc. The Region Secretariat represents the Cursillistas of the Diocesan Movements and the Region Service Team serves to meet the needs of the Region Secretariat.

The Region 5 English Coordinator will facilitate each Secretariat meeting.

The Region 5 English Service Team will also meet at least four times a year to ensure that the contents of Region Meetings / Encounters are purposeful; to ensure the needs of the Dioceses in the Region are being met; and to plan other specific workshops or activities, as needed or scheduled by the Diocesan Movements.

The Region Meetings / Encounters, as well as all Secretariat Meetings, are open to all Cursillistas within the Region.

Meetings / Encounters with the other Cursillo Language Groups in Cursillo Region 5 are encouraged, so to broaden personal contact and awareness of the universality of the Cursillo Charism in the Roman Catholic Church. Region 5 Language Groups include English, Spanish, Portuguese, and Vietnamese. Coordination of this outreach can be greatly assisted by the Cursillo National Language Coordinators, as well as by communication with the Region 5 Spanish and Vietnamese Coordinators. There is no Region 5 Portuguese Coordinator.

Article VII. Region 5 English Coordinator and Service Team

The Region 5 English Cursillo community is represented and served by the following:

- a. Region Episcopal Advisor
- b. Region Spiritual Advisor
- c. Region Secretariat
- d. Region Coordinator
- e. Region Service Team (three to five members)

These representatives center in a group reunion the basic responsibilities of the growth and development of the Region, particularly through Diocesan visitations and Region workshops.

The Region Service Team members, the Region Secretariat and the Region Spiritual Advisor select one of the Region Service Team members to be Region Coordinator, if that language group is active in at least three dioceses in the Region. Those eligible to be selected are current members of the Region Service Team who have served at least one year in their present term on the Region Service Team and have been contacted prior to the meeting and have agreed to serve as a Region Coordinator for a term of three years.

Each Region Coordinator serves as a member of the National Secretariat during the same three-year period. A former Region Coordinator, a former National Staff member, or a former member of the NACG or OMCC Executive Committees shall not hold a Region Coordinator position, for a period of five (5) years immediately following the completion of his/her term.

The Region 5 English Coordinator will lead a Service Team, selected from among members of the Service Team Pool by the Region Secretariat and consisting of three to five members, based on the needs of the Region. The Service Team assists in the work of providing service and meeting the needs of the Diocesan Secretariats in the form of workshops, meetings, Cursillo De Cursillos, etc. These Service Team members are expected to attend Region Encounters and other Cursillo Region meetings and are encouraged to attend National Encounters. Qualifications for the Region Service Team Pool members include, but are not limited to:

- a. Lives the method of perseverance: Group Reunion and Ultreya.
- b. Has the conviction to serve as a leader in the Cursillo Movement.
- c. Understands the mentality, essence, purpose and method as contained in the official Cursillo literature.
- d. Supports and promotes all authentic aspects of the Cursillo Movement.
- e. Attends the Diocesan School of Leaders.
- f. Has served on team for Cursillo Weekends and has given at least two different Rollos.
- g. Lives and promotes friendship by way of personal contact.
- h. Has the recommendation, support and approval of his/her Diocesan Secretariat or Region Coordinator.
- i. Supports members of the National Secretariat and follows the policies of the National Cursillo Secretariat.

The term for a Region Service Team member is four (4) years. Once a Region Service Team member has completed his/her term, he/she shall not serve in this capacity for a minimum of two (2) years. This fosters an opportunity for other potential leaders within the Region. The Region

Secretariat members and Region Coordinator should actively seek qualified members for the Region Service Team Pool to have qualified people who can serve on the Region Service Team.

The Region Coordinator shall appoint a member of the Service Team as Secretary to take Minutes at all Secretariat Meetings and distribute them to each Diocese in the Region within 30 days after each meeting. The Secretary will perform other duties as assigned.

The Region Coordinator shall appoint a member of the Service Team to be the Treasurer for the Region. That person will be responsible for collecting Region affiliation dues; coordinating / collecting the amount of the fee for participants at each Region Meeting / Encounter; maintaining accurate bank and financial records; providing a Financial Report of the Region at each Secretariat Meeting, or as directed by the Region Secretariat or Region Coordinator; and perform other duties as assigned.

Note: Since it is extremely difficult to properly serve the needs of both a Diocese and a Region, it is expected that once a candidate, who is also a member of a Diocesan Secretariat, has been selected to the position of Region Service Team member, then that person will seek to be replaced as a member of a Diocesan Secretariat.

Note: To guard against a possible conflict of interest, any family member of a current Region Service Team member or Region Coordinator may be in the Region Service Team Pool but shall not be eligible for consideration to be a member of the current Region Service Team.

Article VIII. Non-Meeting Activities of the Region 5 English Coordinator and Service Team

During the periods between the regularly scheduled meetings, the Region 5 English Coordinator and Service Team leaders conduct various service throughout the Region:

- a. Promote the authentic Foundational Charism through workshops and Cursillo de Cursillos (CDCs).
- b. Promote friendship at the Diocesan, Region and National levels.
- c. Maintain personal contact with all Dioceses in the Region.
- d. Maintain an up-to-date roster of each Diocesan Cursillo Movement's Archbishop / Bishop, Spiritual Advisor and Diocesan Coordinator, along with the term dates for the Diocesan Coordinators.
- e. Ensure that the **Region 5 English and Diocesan Cursillo Apostolic Plans** are reviewed on an annual basis. If a Diocesan Cursillo Movement does not have a Cursillo Apostolic Plan, then the Region leaders need to offer their assistance if necessary. A copy of each Diocesan Cursillo Movement's Apostolic Plan shall be kept on file with the Region and a copy sent to the National Cursillo Center.

f. Ensure that the **Region 5 English and Diocesan Operational By-Laws** are reviewed a **minimum of every three years**. If a Diocesan Cursillo Movement does not have a set of By-Laws, then the Region leaders need to offer their assistance if necessary. A copy of each Diocesan Cursillo Movement's By-Laws should be kept on file with the Region and a copy sent to the National Cursillo Center.

g. Ensure that copies of the Cursillo Movement's annual ***Diocesan Reports*** are being sent to the local Archbishop / Bishop's office, Region Coordinator and the National Cursillo Center.

h. Provide nationally recognized workshops, especially the Cursillo de Cursillos (CDC). These workshops should be advertised in order to allow Cursillistas from other Dioceses to attend. This provides tremendous training for the members of the Region Service Team and the Region Service Team Pool, helping them to prepare for service on the Region Service Team and the role of Region Coordinator.

i. Ensure that the annual ***Region Coordinator's Report*** is properly prepared and sent to the National Cursillo Center and to the National English Language Coordinator in a timely manner.

j. Ensure proper communication exists among the Diocesan leaders, Region leaders and National leaders.

Article IX. Amendments to these Operational By-Laws need to be proposed by a member of the Secretariat. Amendments may be made at any regularly scheduled Meeting. Approval of an Amendment requires at least two-thirds of the entire Secretariat. Proposed Amendments must be submitted to the Secretariat at least one month in advance of the Meeting at which the proposed Amendment is to be discussed. Voting on the proposed Amendment will take place at the next regularly scheduled Meeting, following the Meeting at which it was discussed.

Article X. Temporary committees / sub-committees and other support positions may be appointed by the Secretariat by a majority vote.

Article XI. Participation in Meeting by Telephone and/or Video Conference: Any one or more members of the Secretariat may participate, ***due to unusual circumstances, or as scheduled***, in a meeting by means of a conference telephone or similar communications equipment or by electronic video screen communication. Participation by such means shall constitute presence in person at such meeting as long as all persons participating in the meeting can hear each other at the same time and each member can participate in all matters before the Secretariat, including, without limitation, the ability to propose, object to, and vote upon specific action to be taken by the Secretariat.

Approved: 08/29/2025

Article XII. Review of By-Laws: The By-Laws will be reviewed at *a minimum every three years, with notation in the Secretariat Minutes.*

The foregoing By-Laws were approved and adopted by the Secretariat at its special virtual meeting on 08/28/2025.

References:

1. *Operational By-Laws, United States National Cursillo Movement*
2. *Leaders' Manual*, United States Catholic Cursillo Movement (9th edition, June 2006)